

# PRT VISIT RESPONSE REPORT

**SUBMITTED BY**  
**BIRENDRA BIDHYA MANDIR CAMPUS**  
TIKAPUR MUNICIPALITY-01, KAILALI  
SUDUR PASCHIM PROVINCE, NEPAL  
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**SUBMITTED TO**  
**UNIVERSITY GRANTS COMMISSION**  
**EDUCATIONAL QUALITY ASSURANCE AND ACCREDITATION COUNCIL**  
**(EQAAC)**  
**EDUCATIONAL QAA SECRETARIAT**  
**SANOTHIMI, BHAKTAPUR**

## **Abbreviations**

BBS	: Bachelor in Business Study
BMC	: Birendra Bidhya Mandir Campus
BS	: Bikram Sambat
CASH-P	: Competent & Applied Scholar of Honors Program
CHRDP	: Comprehensive Human Resource Development Plan
CMC	: Campus Management Committee
COP	: Campus Operation Procedure
COVID	: Corona Virus Diseases
ECA	: Extra Curricular Activity
EMIS	: Educational Management Information System
EQAAC	: Educational Quality Assurance and Accreditation council
HERP	: Higher Education Reform Project
ICT	: Information and Communication Technology
IQAC	: Internal Quality Assurance Committee
KU	: Kathmandu University
LMP	: Labor Management Procedure
LOI	: Letter of Intent
MOU	: Memorandum of Understanding
MPhil	: Master of philosophy
NEHEP	: Nurturing Excellence in Higher Education Program
OHS	: Occupational Health and Safety
PAVR	: Preparatory Assessment Visit Report
PhD	: Doctor of Philosophy
Prof.	: Professor
Pre-PRT	: Preparatory Peer Review Team
PRT	: Peer Review Team
QAA	: Quality Assurance and Accreditation
QAAD	: Quality Assurance and Accreditation Division
RMC	: Research Management Cell
SCC	: Student Counseling Cell
SCF&PC	: Student Counseling, Feedback and Placement Cell
SP	: Strategic Plan
SQC	: Student Quality Circle

SSR	: Self Study Report
SWOC	: Strengths, Weaknesses, Opportunities and Challenges
TOR	: Terms of Reference
TC	: Technical Committee
TU	: Tribhuvan University
VC	: Vice-Chancellor
UGC	: University Grants Commission
VMGO	: Vision, Mission, Goal and Objectives

## 1 Background

Birendra Bidhya Mandir Campus (BMC) has been arrived at the final stage of Quality Assurance and Accreditation (QAA) process of University Grants Commission (UGC), Nepal; completing its Peer Review Team (PRT) cycle. It was a great achievement to have approved the Self Study Report (SSR) and completed the Peer Review Team's visit by the PRT of UGC. We received the Letter of Intent (LOI) on 6 July, 2016. It was a very delightful journey of BMC towards the QAA process; getting required modifications and revisions regarding the overall quality enhancement of the campus. The first draft of the SSR was prepared and submitted on 22 May, 2017; the remarkable day of our institution for the QAA process. The SSR was revised frequently according to the feedback and recommendations of the Quality Assurance and Accreditation Division (QAAD) of UGC. Under the direction and guidance of Technical Committee (TC) of the QAAD; all the queries, comments and suggestions were responded. Finally, after an untiring, continuous and long efforts of the institution; we got approval of the SSR on 22 September, 2020.

BMC has been stepping ahead towards the long but successful journey of QAA. Gradually, we are going to complete further assessment of the institution; getting some correction, improvements, learning and experiences regarding higher education quality enhancement and assurance. We are thankful to the Preparatory Assessment Visit Team for observation and evaluation of the overall status of BMC; regarding different components of quality education. The Preparatory Visit was conducted from April 18 - 20, 2021 ( 5-7 Baishakh, 2078) headed by the team co-coordinator Prof. Dr. Tirth Raj Khaniya, the former Vice-Chancellor (VC) of Tribhuvan University (TU) and Mr. Narayan Prasad Bhandari, the staff member representing University Grants Commission (UGC), Nepal. Basically, BMC has established the fundamental framework of higher education to assure quality in respect of the core concerns to have the QAA standards. However, there are some challenges and improvements yet to be met regarding QAA related issues recommended by the PRT on quality assessment of the institution. Honestly, we were rather late to respond and address the issues and recommendations of the Pre-PRT Visit Report due to Covid-19 pandemic as well as with some technical difficulties.

Finally, we have got some significant improvements in different aspects with fundamental changes and initiatives toward quality assurance journey. We responded the Pre- PRT Visit Report on October 11, 2022; addressing all the feedback and recommendations as far as possible. The campus submitted the Revised and Updated Self Study Report on 26 December, 2022 (9 Poush, 2079) updating the suggestions recommended by the Pre-PRT Visit Report. We are thankful to Educational Quality Assurance and Accreditation Council (EQAAC) that scheduled and conducted the final quality assessment of the institution on 9-13 January, 2023 (25-29 Poush, 2079) without any delay. The Peer Review Team was headed by Prof. Dr. Tirth Raj Khaniya, the former VC of TU consisting Prof. Dr. Shree Krishna Shrestha, Prof. Dr. RejinaMaskey and Narayan Prasad Bhandari as team members to have PRT quality assessment of the institution. The five days visit of the PRT was absolutely fruitful that conducted the various meetings and interactions with Campus Management Committee (CMC), Campus Authorities, Teaching and Non- teaching Staff, Sub-committees/Cells, Student Quality Circle (SQC), Alumni, Students, Social and Political Figures, Guardians, Prospective Employers and rest of the Stakeholders regarding the quality assessment and service delivery system of the campus; complying the quality benchmarks of QAA, UGC, Nepal. The active participation and initiatives of all the stakeholders towards the quality assurance of the campus was significantly remarkable during the quality assessment visit of the PRT. We are fully hopeful that the institution was successful to convince and create positive impression to the PRT regarding quality benchmarks of higher education as per QAA standards that enables the campus to award QAA Certificate.

## **2. Purpose of the Report**

This Report is the response of the recommendations raised by the Peer Review Team's Visit Report for the institutional quality assessment towards QAA certification. The Response Report is a compulsion as well as an integral part of QAA certification process; addressing all the recommendations of the PRT. The institution has taken it as an opportunity to review and make necessary arrangements for the pitfalls and weaknesses of our institution as suggested by the Peer Review Team's Visit Report. Following are the major purposes to respond the Report:

- Fulfill the requirements of QAA certification,
- Responding the recommendations of Peer Review Team's Visit Report regarding institutional quality assessment,
- Improve the overall quality of our institution ,
- Institutional preparation for the QAA journey,
- Invite the PRT for further quality assessment of the campus,
- Meeting the fundamental quality benchmarks of the QAA, UGC, Nepal for the quality enhancement and maintenance of quality education,
- Inform the Peer Review Team that BMC is eligible for QAA certification,
- Developing BMC as a leading institution in the province,
- Establish rapport with community and society via different extension and out- reach activities,
- Assure the sustainability of the campus.

### 3. Report Preparation Process

BMC has completed the final assessment of institutional quality via Peer Review Team of EQAAC from UGC; heading towards the journey of QAA certification. The campus has been addressing the issues and feedback that has been raised in the PRT Visit Report. Various interactions and discussions were held by the IQAC among the Self-Assessment Team (SAT), departments, faculty members and staff, students, committees, sub-committees and rest of the stakeholders in context of responding the recommendations of the PRT Visit Report. Responsibilities were assigned for the preparation of responses regarding the PRT Visit Report. The Self-Assessment Team thoroughly studied the report and concluded the lacks and lacunae of BMC in different eight criteria as recommended by the PRT. The Self-Assessment Team scheduled the following essential activities and processes to responding the comments and recommendations of the PRT Visit Report:

- Schedule preparation for the different activities regarding recommendations and comments,
- Notification and information to the administration, committees, sub-committees, departments and individual faculty members and staff; making necessary arrangements to activate and regularize their bodies as per terms of references (TOR),
- Assessment of different activities of committee sub-committees / cells, and individuals regarding their progress as suggested by the PRT Visit Report. Furthermore, all the bodies and individuals were well informed towards their roles and responsibilities to facilitate and capitalize the QAA certification process responding the report at its earlier,
- Intensive interactions and discussions were held by the IQAC regarding improvements and assessment for the preparation of the PRT Response Report; addressing the benchmarks devised by the Educational Quality Assurance and Accreditation Council (EQAAC), UGC,
- Meetings of different authorities, departments, committees, sub-committees/ cells were called for by IQAC to share the progress of different bodies as well as institution toward the comments and recommendations raised by the PRT Visit Report,
- The SAT was assigned the responsibilities for the preparation of PRT Visit Response Report on 11 Falgun, 2079 BS,
- Further direction and guidance from the IQAC to the concerned bodies and authorities to disseminate general and technical know-how about progress and improvements regarding the report on 30 Falgun, 2079 BS,
- The final review of progress was discussed by IQAC with SAT on 30 Chaitra, 2079 BS,
- Preparation of final draft of PRT Visit Response Report by SAT on 10 Baishakh, 2080 BS,
- Approval of Final PRT Visit Response Report by IQAC on 20 Baishakh, 2080 BS; addressing all the recommendations suggested by the Peer Review Report on Quality Assessment of the campus.

#### 4. Feedback on Response/ Action Taken

Criteria	Recommendations	Action/Activity Taken	Documents in the Annex	Annex. No.	Page No
<b>1.Policy &amp; Procedure</b>	Short Term				
	<p>1. Take an initiation to hire teaching and non-teaching staff as planned in the human resource development plan for the year 2023.</p> <p>2. Activate SQC with plan of actions and report at least couple of activities performed as planned.</p>	<p>➤ We have developed the Comprehensive Human Resource Development Plan (CHRDP) for the year 2022-2026. The campus recruited three additional regular faculty members and one non-teaching staff during 2022, for the implementation of the CHRDP.</p> <p>➤ The campus is going to call the vacancies as per CMC decision of 9 Jeshtha, 2080; according to CHRDP for the year 2023 on different subjects for the recruitment of teaching and non-teaching staff.</p> <p>➤ During the year 2023, the institution is going to affiliate the new academic programs from TU; provided that the institution should be awarded by the QAA certificate from UGC, Nepal.</p> <p>➤ According to the human resource development plan, we have to recruit three teaching and two non-teaching staff.</p> <p>➤ Student quality circle (SQC) is functional and monitors are selected for an active involvement of</p>	<p>➤ CHRDP of the campus.</p> <p>➤ Notice of vacancy</p> <p>➤ CMC minute of selection.</p> <p>➤ Appointment letter.</p> <p>➤ List of Faculty Members</p> <p>➤ CHRDP with provision of human resource deficiency and recruitment during the year 2023</p> <p>➤ CMC decision for the recruitment of faculties and staff in 2023</p> <p>➤ Reports of Pre-PRT and PRT for quality assessment of campus.</p> <p>➤ Notice of TU for affiliation of new programs</p> <p>➤ CHRDP with the provision of teaching and non-teaching staff recruitment for 2023.</p>	<p>Annex: 1</p> <p>Annex: 2</p> <p>Annex: 3</p> <p>Annex: 4</p> <p>Annex: 5</p> <p>Annex:6</p> <p>Annex: 6</p> <p>Annex: 7</p> <p>Annex: 8</p> <p>Annex: 1</p>	<p>Page: 1-9</p> <p>Page: 10</p> <p>Page: 11-12</p> <p>Page: 13-15</p> <p>Page:16</p> <p>Page: 1-9</p> <p>Page: 17-18</p> <p>Page: 19-20</p> <p>Page: 21</p> <p>Page: 1-9</p>

	<p>students to improve teaching learning activities maintaining disciplines and promoting other supporting activities of the campus; addressing the student's expectation.</p> <ul style="list-style-type: none"> <li>➤ There is a provision of SQC under the Campus Operation Procedure (COP) with its TOR. It has devised its annual plan of actions with budgetary provision for the year 2023 with different activities that have to be implemented.</li> <li>➤ The SQC has conducted an oratory competition program with the participant of seven students on the topic: "Opportunities and Challenges of Birendra Bidhya Mandir Campus" on 10 Baishakh, 2080. An essay competition was conducted by the SQC on the topic: "Role of Free Student Union for the Quality Enhancement of Education" on 18 Baishakh, 2080.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of SQC and Monitors with TOR under COP.</li> <li>➤ Annual plan of actions of SQC with budgetary provision.</li> <li>➤ Minute, Photos and awards of oratory and essay competition programs.</li> </ul>	<p>Annex: 9</p> <p>Annex: 10</p> <p>Annex: 11</p>	<p>Page: 22-24</p> <p>Page: 25</p> <p>Page: 26-28</p>	
	Long Term				
	<p>3. Conduct consultation sessions with different groups of stakeholders regularly, get their feedback, analyze them and consider those in decision-making process.</p>	<ul style="list-style-type: none"> <li>➤ Consultancy is an expert advice on a particular subject which a person or group is paid to provide a company or organization.</li> <li>➤ We conduct different consultation sessions with different groups of stakeholders like banks, co-operatives, schools,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of counseling and consultancy in COP.</li> <li>➤ MOU with banks, cooperatives, schools.</li> <li>➤ Minutes of different stakeholders for consultancy</li> </ul>	<p>Annex: 12</p> <p>Annex: 13</p> <p>Annex: 14</p>	<p>Page: 29</p> <p>Page: 30-43</p> <p>Page: 44-45</p>



	<p>4. Develop quality milestones with appropriate indicators and ensure regular monitoring.</p>	<p>Red-Cross, Yogashram, medical team, employers, guardians and community as well to have rapport for institutional betterment.</p> <ul style="list-style-type: none"> <li>➤ Whatever suggestions and feedback are given, all are analyzed, well considered while decisions are taken for the quality enhancement of the campus. It's a culture of the institution to establish good relationship on the basis of mutual benefits among all stakeholders.</li> <li>➤ Banks conduct financial literacy programs that make our students aware to financial activities. The students are getting opportunities to have their internship in the banks to widen the practical know-how of the banking sectors.</li> <li>➤ The campus has developed its strategic Plan (SP) covering the periods of 2022-2026 for the institutional betterment that support to enhance the quality milestones of higher education.</li> <li>➤ Assurance of quality education is the first and foremost goals of the campus. That's why we have targeted the different goals as Key Performance Indicators (KPI) under the SP representing the major areas of quality</li> </ul>	<ul style="list-style-type: none"> <li>➤ Suggestions given by TU officials like Rector, Registrar, Deans, Controller and VC of KU.</li> <li>➤ Conduction of health camp.</li> <li>➤ Banner, photo and attendance of Financial Literacy Program by Global Bank.</li> <li>➤ Letters of Internship to banks.</li> <li>➤ Provision of annual plan of actions with budgetary and monitoring mechanism to ensure quality in SP.</li> <li>➤ Provision of KPI under SP as quality milestones.</li> </ul>	<p>Annex: 15</p> <p>Annex: 16</p> <p>Annex: 17</p> <p>Annex: 18</p> <p>Annex: 19</p> <p>Annex: 20</p>	<p>Page: 46-48</p> <p>Page: 49</p> <p>Page: 50-54</p> <p>Page: 55-56</p> <p>Page: 57-59</p> <p>Page: 60-61</p>
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	<p>5. Plan and seek out the way for financial sustainability of the campus.</p>	<p>benchmarks of the campus. The KPI presents the status of base year 2021 targeting to the ending of the SP i.e. 2026 that are to be achieved.</p> <ul style="list-style-type: none"> <li>➤ There are various monitoring bodies i.e. CMC, IQAC, departments, committees and sub-committees / cells and individuals faculties and staff. The IQAC is the major organ of the campus regarding assessment and assurance of quality following the KPI.</li> <li>➤ Not only the KPI, annual plan of actions are devised under SP indicating different headings regarding quality milestones with budgetary provisions and monitoring authorities to ensure key targets.</li> <li>➤ The success and smooth operation of an institution fully depends on the adequacy of financial resources. We are trying our level best to manage the financial resources from different organizations, donors, government bodies and individuals as well.</li> <li>➤ Interest from the Endowment Fund i.e. Akshaya Kosh of Rs. 20 million, regular and development grants from UGC, good flow of students are strengthening the financial sustainability of the campus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of IQAC under COP with its TOR ensuring quality milestones.</li> <li>➤ Provision of annual plan of actions with budgetary and monitoring mechanism to ensure quality milestones in SP.</li> <li>➤ Provision of financial sustainability under SP.</li> <li>➤ Slip of fixed deposit.</li> <li>➤ Document of financial support from UGC.</li> <li>➤ Documents of financial support from Social development office</li> </ul>	<p>Annex: 21</p> <p>Annex: 22</p> <p>Annex: 23</p> <p>Annex: 24</p> <p>Annex: 25</p> <p>Annex: 26</p>	<p>Page: 62-64</p> <p>Page: 65-66</p> <p>Page: 67-68</p> <p>Page: 69</p> <p>Page: 70-72</p> <p>Page: 73-76</p>
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		<ul style="list-style-type: none"> <li>➤ The physical facilities are constructed and capital items are purchased from the external resources as we are getting the liberal financial support from different donor agencies.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Documents of financial support from Drinking Water and Sanitation Division</li> </ul>	Annex: 27	Page: 77-79
	Short Term				
	1. Generate departmental impression on given university curriculum and formally communicate it to respective subject committees.	<ul style="list-style-type: none"> <li>➤ BMC is effortful towards quality education and all round development of the students. The campus has made necessary provisions of ensuring the consistency of teaching and learning with its goals and objectives as per TU syllabi.</li> <li>➤ There are different departments in the campus that conduct the periodical meetings to have discussions and interactions to enrich knowledge on university curriculum being launched in the campus.</li> <li>➤ Different orientation programs are ongoing in the institution to update the changing contents and context of the textbooks.</li> <li>➤ We are conducting refreshing training and capacity building training for the upliftment of subject committees and</li> </ul>	<ul style="list-style-type: none"> <li>➤ VMGO of the campus with core values.</li> <li>➤ Minutes and decisions of departments on curriculum and courses.</li> <li>➤ Photo of participants, certificate and minute of capacity building training</li> </ul>	Annex: 28	Page: 80
				Annex: 29	Page: 81-84
				Annex: 30	Page: 85-89

<b>2. Curricular Aspects</b>	2. Include soft skill training schemes in academic calendar of the campus to be offered to the students.	<p>individual teachers.</p> <ul style="list-style-type: none"> <li>➤ The campus has no elective curriculum and courses of its own, just offering the courses provided by the TU.</li> <li>➤ Meetings are held with academic peers, employers and social organizations for the modification of curriculum addressing the demand of job market.</li> <li>➤ We conducted Refreshing Training on BBS Course Dissemination, Pedagogy and Evaluation with the financial and manpower support of Dean's Office, Faculty of Management, TU.</li> <li>➤ The institution has run the Competent and Scholar of Honor Program (CASH-P) to strengthen the regular academic program as soft skill training schemes that are included in the academic calendar of the campus; targeting the students of management faculty.</li> <li>➤ We are going to launch the basic computer course to the students of education faculty soon.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Suggestions given by TU officials like Rector, Registrar, Deans, Controller, etc.</li> <li>➤ Attendance, certificate &amp; photo of the Refreshing Training on BBS Course Dissemination</li> <li>➤ Minute of CMC approving CASH-P program</li> <li>➤ Document of CASH-P program</li> <li>➤ Routine of the Tally program</li> <li>➤ Attendance of the student.</li> <li>➤ Departmental minute to launch basic computer course &amp; course content.</li> <li>➤ Academic calendar addressing the soft skill training</li> </ul>	<p>Annex: 15</p> <p>Annex: 31</p> <p>Annex: 32</p> <p>Annex: 33</p> <p>Annex: 34</p> <p>Annex: 35</p> <p>Annex: 36</p> <p>Annex: 37</p>	<p>Page: 46-48</p> <p>Page: 90-93</p> <p>Page: 94-95</p> <p>Page: 96-110</p> <p>Page: 111</p> <p>Page: 112</p> <p>Page: 113-115</p> <p>Page: 116-121</p>
	Long Term				
	3. Develop non-credit course of local significance.	<ul style="list-style-type: none"> <li>➤ We are planning to develop the non-credit course of local significance to develop the faculties, students and entrepreneurs to</li> </ul>	<ul style="list-style-type: none"> <li>➤ Departmental minute to launch basic computer course &amp; course content.</li> <li>➤ Provision of NEHEP under SP of the campus.</li> <li>➤ Agreement documents</li> </ul>	<p>Annex: 36</p> <p>Annex: 38</p> <p>Annex: 39</p>	<p>Page: 113-115</p> <p>Page: 122-123</p> <p>Page: 124-126</p>

		<p>have start-up job oriented short term and mid-term courses with the financial and technical support of UGC including seed money since BMC is a participant of NEHEP for the period of 2022-2026.</p> <ul style="list-style-type: none"> <li>➤ We will have to start-up business incubation center at our campus premises with the support of experts, entrepreneurs, faculties, students and UGC to create job opportunities at local level mobilizing local resources.</li> <li>➤ We will submit different proposal to UGC to develop short term non-credit courses having technical, financial and seed fund support according to the provision of NEHEP under Entrepreneur Support Program.</li> <li>➤ Institutional framework for entrepreneurship support will be developed for the nurturing of different non-credit courses of local significance from the support of UGC.</li> <li>➤ The support funds will be provided to the campus by UGC under NEHEP towards the knowledge, skills and practice tiers creating job opportunities to students, faculties and prospective entrepreneurs.</li> </ul>	<p>with UGC for Equity Grants and Extended Performance Grants.</p> <ul style="list-style-type: none"> <li>➤ Provision of Entrepreneurs Support Program under NEHEP</li> <li>➤ Notice by UGC to call proposal under NEHEP.</li> <li>➤ Guidelines of entrepreneur support to the institution by UGC under NEHEP.</li> </ul>	<p>Annex: 40</p> <p>Annex:41</p> <p>Annex: 42</p>	<p>Page:127-129</p> <p>Page:130-136</p> <p>Page: 137-138</p>
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Short Term					
1. Activate academic departments based on targets and link it with their functional autonomy.	<ul style="list-style-type: none"> <li>➤ There are provisions of departments in the institution under COP i.e. management department, education department and teaching practice department with their functional authority and autonomy.</li> <li>➤ There are provisions of various departments under the Campus Bidhana with their specific objectives to be fulfilled towards the achievement of institutional goals.</li> <li>➤ We have granted the financial autonomy to conduct the plan of actions as per their necessity since the departments have the authority to devise their annual plans with budgetary requirement.</li> <li>➤ Different targets are set as KPI in SP of the campus for the optimum mobilization of the departments.</li> <li>➤ There is provision of Departmental Evaluation Form to assess the performance of departments with different indicators.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of departments under COP with their TOR.</li> <li>➤ Minutes of departments.</li> <li>➤ Annual plan of actions of the departments.</li> <li>➤ TOR of departments under campus statute i.e. Bidhana.</li> <li>.</li> <li>➤ Minutes of financial autonomy to departments.</li> <li>➤ Provision of KPI under SP to be achieved.</li> <li>➤ Departmental Evaluation Form to assess the departmental performance under COP.</li> </ul>	Annex: 43	Page: 139-140	
			Annex: 44	Page: 141-142	
2. Conduct a few student centric as well as district/ regional level seminars, workshops and conferences organized by academic departments.	<ul style="list-style-type: none"> <li>➤ We have provisioned the various extra-curricular activities under COP and SP for the capacity enhancement of the students frequently that are to be conducted by academic departments.</li> <li>➤ The department of management faculty has conducted Financial</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of student centric activities under COP.</li> <li>➤ Student welfare and ECA in SP.</li> <li>➤ Banner, photos and attendance of Financial</li> </ul>	Annex: 45	Page: 143-145	
			Annex: 46	Page: 146	
			Annex: 47	Page: 147-148	
			Annex: 20	Page: 60-61	
			Annex:48	Page: 149	
			Annex: 49	Page: 150-153	
			Annex: 50	Page: 154	
			Annex: 51	Page: 155-160	

		<p>Literacy workshops to impart the basic know-how regarding banking sectors with the collaboration of Global IME Bank on 9 Chaitra, 2079.</p> <p>➤ One day workshop on Yoga was organized with the collaboration of Tikapur, Yogashram to impart the fundamental knowledge on yoga and moral ethics to the students.</p> <p>➤ One day Drug Abuse Awareness workshop was conducted with the support by Area Police Office, Tikapur, Kailali</p> <p>➤ Two day Yog Bigyan Shibir was launched with the collaboration of Patanjali Yog Samiti, Nepal.</p> <p>➤ We have organized an Oratory Competition Program on the topic: “Opportunities and challenges of Birendra Bidhya Mandir Campus” on 11 Baishakh and an Essay Competition Program on the topic: ‘Role of Free Student Union for the Enhancement of Quality Education” on 18 Baishakh, 2080.</p>	<p>Literacy Program.</p> <p>➤ Internship letters.</p> <p>➤ Photo &amp; Minute of workshop regarding Yoga.</p> <p>➤ Photo and minute of one day workshop on Drug Abuse Awareness Workshop</p> <p>➤ Photo of 2 days Yog Bigyan Shibir</p> <p>➤ Attendance, presentation and prize distribution photos.</p>	<p>Annex: 52</p> <p>Annex: 53</p> <p>Annex: 54</p> <p>Annex: 55</p> <p>Annex: 11</p>	<p>Page: 161-162</p> <p>Page: 163-167</p> <p>Page: 168</p> <p>Page: 169</p> <p>Page: 26-28</p>
	<p>3. Increase the number of class rooms having multimedia projectors installed.</p>	<p>➤ BMC is introducing multimedia and ICT based innovative teaching techniques to make teaching learning activities more interesting and impressive.</p> <p>➤ We are always</p>	<p>➤ Provision of ICT and software under SP.</p> <p>➤ Photos of classrooms and halls with multimedia projectors.</p> <p>➤ Provision of</p>	<p>Annex: 56</p> <p>Annex: 57</p> <p>Annex: 40</p>	<p>Page: 170-171</p> <p>Page: 172-173</p> <p>Page: 127-129</p>

<p style="text-align: center;"><b>3. Teaching Learning and Evaluation System</b></p>	<p>4. Expand internet capacity and set a free Wi-Fi zone with in institutional premises.</p>	<p>sincere to adopt the modern technology regarding blended modes of teaching learning activities to enhance the quality of education.</p> <p>➤ We have eight multimedia projectors which are installed in the conference halls and classrooms. The five projectors are installed in the classrooms and two are in the halls and remaining one multimedia projector is usable as per the need of the institution.</p> <p>➤ We are going to install more multimedia projectors in the classrooms as BMC is selected for Equity and Extended Performance Based Grants under NEHEP, thereby with the provision of institutional digitization.</p> <p>➤ As we are going to digitize the institutional mechanism utilizing the internal and external resources i.e. NEHEP; we have to increase the capacity of existing internet.</p> <p>➤ Right now, there is provision of 100 Mbps internet of SuBisu Cable Net Pvt. Ltd., and 80 Mbps internet of World link Network with Wi-Fi in the institution.</p> <p>➤ Recently, institutional premises is set a free Wi-Fi zone installing the free Wi-Fi facilities by the World</p>	<p>digitization under Equity Grants.</p> <p>➤ Photos of classrooms and halls with multimedia projectors.</p> <p>➤ Agreement letter for Equity and Extended Performance Based Grants.</p> <p>➤ Notice called by UGC for proposal under NEHEP.</p> <p>➤ Provision of digitization under equity Grants</p> <p>➤ Provision of ICT and software under SP of the campus</p> <p>➤ Provision of digitization under Equity Grants</p> <p>➤ Agreement letter for Equity and Extended Performance Based Grants.</p> <p>➤ Bill of internet installation.</p>	<p>Annex: 57</p> <p>Annex: 39</p> <p>Annex; 41</p> <p>Annex: 40</p> <p>Annex: 38</p> <p>Annex: 40</p> <p>Annex: 39</p> <p>Annex: 58</p>	<p>Page: 172-173</p> <p>Page: 124-126</p> <p>Page: 130-136</p> <p>Page: 127-129</p> <p>Page: 122-123</p> <p>Page: 127-129</p> <p>Page: 124-126</p> <p>Page: 174-176</p>
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	<p>5. Fully implement the plan set by the campus to increase the pass percentage and decrease drop out.</p>	<p>Link Communication Ltd. for the period of 5 years.</p> <ul style="list-style-type: none"> <li>➤ Different Strategies are made in Strategic Plan (SP) 2022-2026 and COP to increase the students' pass rate and decrease the dropout rate.</li> <li>➤ Decisions are made by IQAC, Staff Meeting and Departments to award and punish related subject teachers on the basis of their result performance.</li> <li>➤ The Approaches to increase students' pass rate: <ul style="list-style-type: none"> <li>▪ There is significant increment in the pass percent of BBS 4<sup>th</sup> and 3<sup>rd</sup> year exam i.e.55 and 52 percent respectively,</li> <li>▪ Strict conduction of entrance exam,</li> <li>▪ Screening the students for admission,</li> <li>▪ Monitoring and supervision of classes,</li> <li>▪ Selection of capable faculty members,</li> <li>▪ Remedial and additional classes for weak students,</li> <li>▪ Separate classes to students from different faculties,</li> <li>▪ Provision of bridge courses for the students from other faculties and disciplines,</li> <li>▪ Result analysis, learner centered and</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Provisions to increase the pass rate and to decrease the drop-out rate of students under COP and SP.</li> <li>➤ Decisions of IQAC and departments meetings to increase pass rate and decrease dropout rate.</li> <li>➤ List of students declared passed in the exam of BBS 4<sup>th</sup> and 3<sup>rd</sup> year</li> <li>➤ Question paper and result of entrance exam</li> <li>➤ Appointment letter of MPhil degree holder faculty member</li> <li>➤ Attendance of extra classes,</li> <li>➤ Minutes of bridge courses and remedial classes</li> <li>➤ Course contents of bridge course.</li> </ul>	<p>Annex: 59</p> <p>Annex: 60</p> <p>Annex: 61</p> <p>Annex: 62</p> <p>Annex: 63</p> <p>Annex: 64</p> <p>Annex: 65</p> <p>Annex: 66</p>	<p>Page: 177-182</p> <p>Page: 183-185</p> <p>Page:186-188</p> <p>Page: 189-195</p> <p>Page: 196</p> <p>Page: 197-198</p> <p>Page: 199-200</p> <p>Page: 201-206</p>
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		<p>research based teaching methods.</p> <p>➤ Approaches to minimize drop-out rate:</p> <ul style="list-style-type: none"> <li>▪ It's very difficult to decrease the dropout rate of students since they are looking for the job opportunity to the foreign countries. They are not convinced and assured that after graduation also they will get career opportunities in Nepal. Not only this, the earning from the foreign employment is very lucrative for them. Despite this, we are trying our level best to minimize the dropout rate with various activities as provisioned under SP and COP as follows:</li> <li>▪ Students are screened out at the time of admission,</li> <li>▪ Alternative teaching methods are practiced,,</li> <li>▪ Provision of flexi and coaching classes as needed</li> <li>▪ Regular and reasonable scholarship as well as fee waiver to the needy and deserving students to continue their study,</li> <li>▪ Hostel facility will be launched for the students from remote area,</li> <li>▪ Students' counseling is introduced to convince them for future career,</li> <li>▪ Books and learning materials are managed to the marginalized</li> </ul>	<p>➤ Provisions to increase the pass rate and to decrease the drop-out rate of students under COP and SP.</p> <p>➤ Question paper and result of entrance exam</p> <p>➤ Routine of online class</p> <p>➤ Online attendance record of class</p> <p>➤ Provision of scholarship in scholarship guideline.</p> <p>➤ Minutes and lists of scholarship distribution for 2078/79</p> <p>➤ Provision of hostel under COP&amp; SP.</p> <p>➤ Minutes of Students' counseling cell.</p>	<p>Annex: 59</p> <p>Annex: 62</p> <p>Annex: 67</p> <p>Annex: 68</p> <p>Annex: 69</p> <p>Annex: 70</p> <p>Annex:71</p> <p>Annex: 72</p>	<p>Page: 177-182</p> <p>Page: 189-195</p> <p>Page: 207-208</p> <p>Page: 209-214</p> <p>Page: 215-219</p> <p>Page: 220-225</p> <p>Page: 226-229</p> <p>Page:230-231</p>
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	students, ▪ Looking for the job placement opportunity by the placement officer and others for the needy students to continue their study.	<ul style="list-style-type: none"> <li>➤ Tracer study report</li> <li>➤ Job appointment letters.</li> <li>➤ Appointment letter to placement officer.</li> </ul>	Annex: 73 Annex: 74  Annex: 75	Page: 232-311 Page: 312-315  Page: 316
<u>Long Term</u>				
6. Take an initiation to maintain the teacher-student proportion.	<ul style="list-style-type: none"> <li>➤ We have developed the CHRDP to fulfill the deficiency of the teachers on the basis of the number of students and expansion of academic programs.</li> <li>➤ The human resource plan is proposed year-wise basis to maintain the teacher- student proportion.</li> <li>➤ We recruited the teachers in the last year i.e. 2022 and respectively we are going to recruit the teaching staff annually to meet the ratio of teacher –student for the future.</li> <li>➤ CMC decision is made to recruit the faculty members for the year 2023 to maintain teacher-student proportion.</li> <li>➤ As per the proposition of the plan non-teaching staff are also to be recruited to adapt and update the increment in workload and volume.</li> </ul>	<ul style="list-style-type: none"> <li>➤ CHRDP to recruit faculty members to maintain teacher-student ratio.</li> <li>➤ Year wise recruitment under CHRDP.</li> <li>➤ Vacancy announcement notice and appointment letters to faculty members.</li> <li>➤ Future plan for recruitment.</li> <li>➤ CMC decision to recruit faculties for 2023</li> </ul>	Annex: 76   Annex: 76  Annex: 77  Annex: 78  Annex: 6	Page: 317-325   Page: 317-325  Page: 326-328  Page: 329  Page: 17-18
7.Enrich the teaching pedagogy with the integration of modern ICT of demand.	<ul style="list-style-type: none"> <li>➤ Capacity of the computer lab is expanded with additional new generation branded computers as well as other resources.</li> <li>➤ Additional laptops are</li> </ul>	<ul style="list-style-type: none"> <li>➤ Quotation for computer Purchase</li> <li>➤ Photos of ICT Lab with computers and projectors.</li> <li>➤ Agreement documents</li> </ul>	Annex: 79  Annex: 57  Annex: 80	Page: 330-332  Page: 173  Page:333-334

		<p>provided to the faculties members in participatory contribution system to build their capacity.</p> <ul style="list-style-type: none"> <li>➤ Advanced featured new projectors are added for the classes to promote the blended modes of teaching.</li> <li>➤ ICT trainings have been provided to the faculty members enhancing the capacity regarding ICT based teaching practices.</li> <li>➤ Online classes were conducted during the pandemic of Covid-19 via zoom</li> <li>➤ Google sheet has been used for academic and other administrative purposes to collect the responses and recording of data. <ul style="list-style-type: none"> <li>➤ Different responses were collected through social media and messenger groups that created for sharing information as well as teaching materials.</li> <li>➤ The budget is appropriated by social development office, Dhangadhi for the construction of e-library and ICT Lab with Rs.2 million for the current fiscal year.</li> </ul> </li> </ul>	<p>to teachers for Laptop distribution</p> <ul style="list-style-type: none"> <li>➤ Photos of classrooms with projectors.</li> <li>➤ Selection for ICT training from UGC.</li> <li>➤ Image of Google sheet for attendance.</li> <li>➤ Student Satisfaction Survey Form and Report</li> <li>➤ Agreement document for e-library and ICT Lab.</li> <li>➤ Provision of CHRDP with recruitment and capacity development plan.</li> </ul>	<p>Annex: 57</p> <p>Annex: 81</p> <p>Annex: 82</p> <p>Annex: 83</p> <p>Annex: 84</p> <p>Annex: 1</p>	<p>Page: 172-173</p> <p>Page: 335-336</p> <p>Page: 337</p> <p>Page: 338-362</p> <p>Page: 363-366</p> <p>Page: 1-9</p>
	<p>8.Bring the Human Resource Development Plan into full implementation.</p>	<ul style="list-style-type: none"> <li>➤ We have prepared Comprehensive Human Resource Development plan (CHRDP); which is approved by the campus management committee dated 15<sup>th</sup> Bhadra, 2079 BS. We</li> </ul>			

		<p>have forecasted demand, shortages as well as supply details of human resource with existing and future requirement of teaching and non-teaching staff of the institution (2022-2026 AD).</p> <ul style="list-style-type: none"> <li>➤ We provide paid and unpaid study leave to the interested faculties for further study and career development.</li> <li>➤ The campus conducts seminars, workshops and trainings programs to upgrade the capacity of faculties.</li> <li>➤ There are different lucrative provisions under Regulation, SP and COP of the campus for the human resource development.</li> <li>➤ We recruit teaching and non-teaching staff according to the need of the campus through open competition as provisioned under the Campus Regulation.</li> <li>➤ Right now, we have 25 teaching faculties and 7 non-teaching staff. As the number of students and academic programs will be increased; we have to recruit additional manpower that fitted the best as per institutional demand during CHRDP period.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of study leave for MPhil and PhD.</li> <li>➤ Minute of study leave and admission receipt for MPhil.</li>   <li>➤ Provision of HRD under COP and SP.</li>   <li>➤ Recruitment provision for faculty members under campus regulation.</li>   <li>➤ List teaching staff.</li> <li>➤ Proposed recruitment of teaching and non-teaching staff, year wise.</li> </ul>	<p>Annex: 85</p> <p>Annex: 86</p> <p>Annex: 87</p> <p>Annex: 88</p> <p>Annex: 89 Annex: 1</p>	<p>Page: 367-369</p> <p>Page: 370- 372</p> <p>Page: 373-375</p> <p>Page:376-388</p> <p>Page: 389 Page:1-9</p>
	Short Term				
	1.Increase the Research Budget percentage up the standard set by EQAAC and also	<ul style="list-style-type: none"> <li>➤ There is regular provision of research budget in our institution according to the standard set by EQAAC</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of RMC with its TOR.</li> <li>➤ Annual plan of actions with research budget approved by</li> </ul>	<p>Annex: 90</p> <p>Annex: 91</p>	<p>Page:390-391</p> <p>Page:392-394</p>

	<p>make a convincing expenditure plan.</p> <p>2. Make a notice at least for three mini-research projects to be completed by the faculties of the campus.</p> <p>3. Design an annual ECA and outreach plan by incorporating new activities (financial literacy programs, school access</p>	<p>i.e. five percentage of the operating budget.</p> <ul style="list-style-type: none"> <li>➤ We are allotting research budget under various heading like publication of research journal, article writing, paid leave to further study, mini research, capacity development trainings to faculty members and so forth.</li> <li>➤ During current year we have ear-marked Rs. 19,86,000 out of Rs. 3,47,49,414 of operating budget of current fiscal year which is approximately six percentage of the operating budget.</li> <li>➤ The Second Volume of Peer Reviewed” BMC Journal” is published for the year 2023.</li> <li>➤ Proposal for mini-research are called for and three mini-researches are ongoing.</li> <li>➤ Researchers are selected on the basis of written and interview evaluation modes by experts.</li> <li>➤ We have paid Rs.10,000 to each mini-researchers as first installment.</li> <li>➤ Quality education is a holistic approach of consisting of mental, physical, social and emotional well-being of students.</li> <li>➤ BMC has planned various ECA and</li> </ul>	<p>CMC</p> <ul style="list-style-type: none"> <li>➤ List of training and programs organized by the institution.</li> <li>➤ Annual plan of actions of RMC with research budget and activities</li> <li>➤ Annual research budget approved by CMC</li> <li>➤ Photos of Peer Reviewed BMC Journal.</li> <li>➤ Notice for mini-research.</li> <li>➤ Selection criteria of mini researchers</li> <li>➤ Payment made for mini-researchers as first installment.</li> <li>➤ Provision of ECA and student welfare activities</li> </ul>	<p>Annex: 92</p> <p>Annex: 93</p> <p>Annex: 91</p> <p>Annex: 94</p> <p>Annex: 95</p> <p>Annex: 96</p> <p>Annex: 97</p> <p>Annex: 98</p>	<p>Page: 395</p> <p>Page: 396-397</p> <p>Page: 392-394</p> <p>Page: 398-399</p> <p>Page: 400</p> <p>Page: 401-402</p> <p>Page: 403-404</p> <p>Page: 405-407</p>
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<p><b>4. Research Consultancy and Extension</b></p>	<p>programs etc.). Report completion of at least few such activities.</p> <p>4. Renovate RMC office, make it more spacious and maintain research journal there.</p>	<p>outreach activities under COP and SP with annual allocation of proposed budget.</p> <ul style="list-style-type: none"> <li>➤ Annual plan of actions is proposed by the ECA Cell for the assurance of various activities.</li> <li>➤ Sanitation outreach programs are conducted at Tikapur Hatbazaar and Shiva Mandir premises.</li> <li>➤ The campus has completed the Financial Literacy Program with the collaboration of Global IME Bank to impart the financial know how of banking sectors.</li> <li>➤ One day Yoga workshop was organized by Yoga Gurus of Tikapur Yogashram in the campus hall.</li> <li>➤ School access programs were conducted to different schools with MOU under outreach programs.</li> <li>➤ Innovation and research is an essence for the quality enhancement of higher education.</li> <li>➤ Research is like undertaking a journey and one must know about its destination and which route is to take for the generation of new knowledge.</li> <li>➤ We have renovated RMC office making more spacious with various research journal</li> </ul>	<p>with action plan under SP.</p> <ul style="list-style-type: none"> <li>➤ Provision of ECA Cell with TOR in COP.</li> <li>➤ Photos of games and sports.</li> <li>➤ Annual action plan of ECA with budget</li> <li>➤ Attendance and photos of outreach programs.</li> <li>➤ Photo and attendance of Financial Literacy Program.</li> <li>➤ Photos and attendance of Yoga workshop.</li> <li>➤ Schools access programs to different schools with MOU.</li> <li>➤ Provision of RMC with TOR in COP</li> <li>➤ Photo of renovated RMC with more space</li> </ul>	<p>Annex: 99</p> <p>Annex: 100</p> <p>Annex: 101</p> <p>Annex: 102</p> <p>Annex: 51</p> <p>Annex: 53</p> <p>Annex: 103</p> <p>Annex: 90</p> <p>Annex: 104</p>	<p>Page:408-409</p> <p>Page: 410-411</p> <p>Page: 412</p> <p>Page: 413-415</p> <p>Page: 155-160</p> <p>Page: 163-167</p> <p>Page:416-417</p> <p>Page: 390-391</p> <p>Page: 418</p>
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	<p>collection on different disciplines.</p> <p>➤ Right now, there are research journal like New Business Age, Harvard Business Review, BMC Journal, various journal regarding different faculties of TU, UGC and so forth.</p> <p>On the basis of the availability of the research journals in the market, we would like to increase their volumes to RMC that could have support for researchers and students.</p>	<p>➤ Photos of various research journals.</p> <p>➤ RMC plan of action with budgetary provision.</p>	<p>Annex: 106</p> <p>Annex: 101</p>	<p>Page: 420</p> <p>Page: 412</p>
Long Term				
5. Seek an opportunity for research consultancy as well as local, national or international collaboration.	<p>➤ Discussions and interactions program are conducted with different banks entrepreneurs and others to have understanding for mutual benefits and experiences sharing regarding consultancy activities.</p> <p>➤ The institution has focused to enable faculties' undertaking useful innovation, research and consultancy projects with collaboration of local, national and international level having the financial and technical support of UGC.</p> <p>➤ RMC has an aim to seek research consultancy opportunity; signing MOU to different banks and social organizations.</p> <p>➤ BMC as a</p>	<p>➤ Minutes of stakeholders for consultancy.</p> <p>➤ Provision of collaborative research and consultancy under NEHEP.</p> <p>➤ Minute and decision of mini-research.</p> <p>➤ Provision of guest / visiting lectures under CHRDP.</p> <p>➤ MOU with banks and social organizations.</p> <p>➤ Agreement documents</p>	<p>Annex: 107</p> <p>Annex: 108</p> <p>Annex: 96</p> <p>Annex: 1</p> <p>Annex: 109</p> <p>Annex: 39</p>	<p>Page: 421-422</p> <p>Page: 423-424</p> <p>Page: 401-402</p> <p>Page: 1-9</p> <p>Page: 425-427</p> <p>Page: 124-126</p>



	<p>6. Make schedule based invitation for visiting lectures from senior professors and researchers.</p>	<p>participants of NEHEP is seeking the various opportunities of research consultancy under entrepreneurs support programs and collaborative research.</p> <ul style="list-style-type: none"> <li>➤ There are various provisions of research and consultancy under the COP and SP will have to be launched in the near future.</li> <li>➤ BMC has devised the CHRDP for the career and professional upliftment of the faculty members with various programs of capacity building.</li> <li>➤ There are provisions of invitation for visiting lectures from senior professors, researcher and other experts for the capacity building of the faculty members and students for the promotion of quality education.</li> <li>➤ The guest classes will have to motivate and inspire the students and faculty members having enduring impact leading toward better career and profession.</li> <li>➤ BMC has different programs under the COP, SP and Campus Regulation to introduce and develop the practices of guest scholars' culture to have required improvement in higher education.</li> <li>➤ Guest classes were delivered by Mr. Anand Shrestha, the fellow CA and</li> </ul>	<p>of BMC under NEHEP for research and consultancy.</p> <ul style="list-style-type: none"> <li>➤ Provision of research consultancy in COP and SP.</li> <li>➤ Schedule of invitation for visiting lectures under CHRDP.</li> <li>➤ Provision of guest lecture under Campus Regulation &amp; COP</li> <li>➤ Minutes and attendance of guest lectures.</li> <li>➤ Notes by guest</li> </ul>	<p>Annex: 110</p> <p>Annex: 1</p> <p>Annex: 111</p> <p>Annex: 112</p> <p>Annex: 113</p>	<p>Page: 428-430</p> <p>Page: 1-9</p> <p>Page: 431-433</p> <p>Page: 434-440</p> <p>Page: 441</p>
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		Mr. Dirgha Rawal, the Director of Nepal Rashtra Bank.	lecturers on Log Book.		
	Short Term				
	1. Establish e-library and ensure teacher-student's access on e-resources.	<ul style="list-style-type: none"> <li>➤ BMC is going to construct separate e-library and ICT lab with the financial support of Social Development Office Dhangadhi with allocation of budget Rs. 20 Lakh during the current fiscal year 2079/80.</li> <li>➤ E-catalogue and Bar Code System is introduced for the well management of library resources to have an easy access of e-resources and books.</li> <li>➤ We have signed MOU with TU central library for the connection of e-library and e-resources both for students and teachers.</li> <li>➤ As the e-library and ICT lab building is constructed during this year that will ensure an easy access of e-resources to have teachers and students spacious rooms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Agreement document for e-library and ICT Lab.</li> <li>➤ Photo of e-library building under construction.</li> <li>➤ Image Link of e-catalogue.</li> <li>➤ Agreement documents with TU for e-library and e-resources.</li> <li>➤ Photo of e-library building under construction.</li> </ul>	Annex: 84	Page: 363-366
				Annex: 114	Page: 442
				Annex: 115	Page: 443
				Annex: 116	Page: 444-445
				Annex: 114	Page: 442
	2.Re-construct the canteen and expand its services.	<ul style="list-style-type: none"> <li>➤ There is a provision of well managed canteen to deliver the hygienic food to the students, teachers and guests under the COP. The canteen is regarded as an ideal place of relaxation, timely supply of healthy required food, drinking materials and a best place for knowledge sharing among students</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of Canteen under COP.</li> </ul>	Annex: 117	Page:446-447

<b>5.Infrastructure and Learning Resources</b>	3.Renovate departments and offices and make those more conducive.	and teachers. ➤ Currently, the canteen is operated as normal condition with limited space and resources. ➤ We have renovated the canteen being extended with the iron trust having tin roofed. The extension is not enough being compared the large number of students and teachers. ➤ Construction of canteen building will to be undertaken in the next year, as we are looking for the donor of the fund. ➤ As the existing canteen is extended, the canteen resources and delivery services is also expanded; addressing more demand of the clients.	➤Photo of Existed canteen.	Annex: 118	Page: 448
			➤Photo of canteen after renovation	Annex: 119	Page: 448
			➤Photos of the clients using canteen facilities.	Annex: 120	Page: 449
			➤Photos of existing departments and offices.	Annex: 121	Page: 450-451
			➤Photos of the building under construction.	Annex: 122	Page: 452
		➤Proposal submitted to	Annex: 123	Page: 453	

	<p>4. Add number of dustbins according to 3R principles and proper management of hazardous waste. Ensure supply of drinking water in each floor of the building.</p>	<p>➤ A proposal for the administrative building is submitted to UGC during the fiscal year 2079/80 that would definitely solved the problems of our exiting departments and offices as the building will be constructed to be conducive for the official purposes.</p> <p>➤ Reducing, reusing and recycling i.e. 3R principles are the foundations of environmental stewardship. Practicing the 3R helps with conservation of energy and resources as well as landfill diversion.</p> <p>➤ We are disseminating the basic know-how about the proper management of normal and hazardous waste to the students, staff and others via different programs regarding environmental degradation due to mismanagement of the waste products.</p> <p>➤ Recycling helps reduce greenhouse gas emissions by reducing energy consumption. Using recycled materials to make new products reduces the need for virgin materials. This avoids greenhouse gas emissions that would result from extracting virgin materials.</p> <p>➤ There were altogether 9 dustbins in</p>	<p>UGC for administrative building.</p> <p>➤ Provision of Sanitation and Environment protection activities under COP.</p> <p>➤ Photos of sanitation programs and tree plantation programs.</p> <p>➤ Photos of dustbins as 3R principles of waste</p>	<p>Annex: 124</p> <p>Annex: 125</p> <p>Annex: 126</p>	<p>Page: 454</p> <p>Page: 455</p> <p>Page: 456</p>
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		<p>the campus to manage the waste. Now there are 24 dustbins that BMC has added fifteen more; following the principles of 3R for the proper management of normal and hazardous waste.</p> <ul style="list-style-type: none"> <li>➤ The existing condition of supply of drinking water is intact since we installed pure drinking water in all the building of the campus with the financial support of Drinking Water and Sanitation Office Dhangadhi during the fiscal year 2076/77 with the cost estimate of Rs.10,63,473.13.</li> <li>➤ BMC has ensured the supply of drinking water in each floor of all the building since we are going to install additional supply of drinking water from the Drinking water and Sanitation Division Office, Dhangadhi appropriating almost the budget of Rs. 24 lakh during this fiscal year.</li> </ul>	<p>management.</p> <ul style="list-style-type: none"> <li>➤ Photos of existing drinking water at campus.</li> <li>➤ Agreement documents with Drinking Water and Sanitation Division Office for new drinking water for the year 2079/80.</li> </ul>	<p>Annex: 127</p> <p>Annex: 128</p> <p>Annex: 129</p> <p>Annex: 130</p> <p>Annex: 131</p> <p>Annex:84</p>	<p>Page: 457-458</p> <p>Page: 459-461</p> <p>Page: 462</p> <p>Page: 463-464</p> <p>Page: 465</p> <p>Page: 363-366</p>
	<p>5.Add number of reference books in library and manage more reading space.</p>	<ul style="list-style-type: none"> <li>➤ Altogether there are more than 10,600 text and reference books in the library. We are going to add additional text and reference books and journal as par need and demand, annually.</li> <li>➤ We have added 562 text and reference books after the Quality Assessment of the institution by PRT. There is dearth of</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photos of books in the shelves.</li> <li>➤ Bill of new books purchased.</li> <li>➤ Photo of hall is to be converted as library reading room.</li> <li>➤ Agreement document for the construction of e-</li> </ul>		

		reading space in the library, right now. For the time being, we are going to convert the hall of the block B for the reading room purpose. As the e-library and ICT lab construction is to be completed, the existing library will be shifted there to have enough reading room space and well management of the overall library.	library and ICT Lab. ➤ Photos of the building under construction.	Annex: 105	Page: 419
	Long Term				
	6. Seek out an opportunity to introduce transportation service for students.	<p>➤ We are seeking out for an opportunity to have transportation service to the campus that will have an easy access for the students from the distant places.</p> <p>➤ For the transportation services, we will have to submit proposal to Indian Embassy, government bodies and others as proposed under SP of the campus.</p> <p>➤ Gradually, the campus is going to be sustainable financially since we are getting support from various organizations and donors. Furthermore, there is good flow of student and fixed deposit of Rs. 20 million as regular income of the campus. Consequently, we can manage the transportation services for our students from far off places.</p> <p>.</p>	<p>➤ Provision of transportation under SP.</p> <p>➤ Grants from UGC</p> <p>➤ Grants from Social development office,</p> <p>➤ Grants from Drinking Water and Sanitation Division Office.</p> <p>➤ Receipt of fixed deposit.</p>	<p>Annex: 132</p> <p>Annex: 133</p> <p>Annex: 134</p> <p>Annex: 135</p> <p>Annex: 136</p>	<p>Page: 466</p> <p>Page: 467-469</p> <p>Page: 470-471</p> <p>Page: 472-474</p> <p>Page: 475</p>
	7. Add number of	➤ We have added			

	<p>classrooms as well as furniture there.</p>	<p>many classrooms as par the increment of the number of students and expansion of academic programs in the institution.</p> <ul style="list-style-type: none"> <li>➤ In the beginning there were only 12 rooms for classrooms and official purposes. Now there are altogether 50 rooms.</li> <li>➤ An academic building is under construction with four classrooms with the financial support of UGC as development grants and third floor is to be constructed on the same building with two rooms to have e-library and ICT Lab from social development office for the fiscal year :2079/80.</li> <li>➤ Proposals are submitted to UGC for the administrative building and furniture for the coming fiscal year 2080/81.</li> <li>➤ We are seeking support from the community forest, Local Bodies and provincial government both for the building and furniture management to adjust the increasing number of students and expansion of academic programs as well.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photos of the existing buildings.</li> <li>➤ Agreement documents with UGC for building.</li> <li>➤ Agreements documents with social development office for e-library and ICT Lab’</li> <li>➤ Photos of the building under construction.</li> <li>➤ Proposals submitted to UGC for administrative building and furniture</li> </ul>	<p>Annex: 137</p> <p>Annex: 25</p> <p>Annex: 84</p> <p>Annex: 105</p> <p>Annex:123</p> <p>Annex: 138</p>	<p>Page: 476</p> <p>Page: 70-72</p> <p>Page: 363-366</p> <p>Page: 419</p> <p>Page: 453</p> <p>Page: 477</p>
<p>8. Maintain the construction with safety measures.</p>		<ul style="list-style-type: none"> <li>➤ There are several policies and act to ensure labor rights and safety that the</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of safety measures under UGC guideline LMP</li> </ul>		

		<p>government of Nepal has adopted and implemented.</p> <p>According to the nature of construction and programs that will have engaged the direct and contracted workers for its implementation.</p> <p>➤ The potential risks likely to be associated with both types of workers will be minimized regarding Occupational Health and safety (OHS).</p> <p>➤ We are going to devise the workers' safety measures guidelines, Grievance Redress Mechanism (GRM) at BMC following the guidelines of UGC under NEHEP i.e. Labor Management Procedure (LMP) so that risks could be minimized regarding construction.</p> <p>➤ All the physical infrastructures are constructed following the building code of Nepal Government. No infrastructures are allowed to construct without the engineering design of building code.</p> <p>➤ Steel Railing is fixed, fire extinguishers are installed, and electricity is well maintained to have safety measures of all.</p> <p>➤ Bid are called for the construction of all infrastructure facilities</p>	<p>➤ Provision of occupational health and safety under LMP guideline.</p> <p>➤ Provision of GRM under COP and LMP of UGC.</p> <p>➤ Invitation of e-bidding following building code.</p> <p>➤ Photos of steel Railing on the buildings.</p> <p>➤ Installation photos of fire extinguishers.</p> <p>➤ Provision of risks minimization under bidding documents.</p>	<p>Annex: 138</p> <p>Annex: 139</p> <p>Annex: 140</p> <p>Annex: 141</p> <p>Annex: 142</p> <p>Annex: 143</p>	<p>Page: 477</p> <p>Page:478-481</p> <p>Page: 482</p> <p>Page: 483-484</p> <p>Page: 485</p> <p>Page: 486</p>
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	<p>9. Renovate and maintain campus infrastructure regularly.</p>	<p>following the norms of Nepal labor act regarding workers safety measures addressing OHS hazards.</p> <ul style="list-style-type: none"> <li>➤ The institution has provision of regular renovation and maintenance of its infrastructure facilities under Campus Rule and Regulation-2079. The campus allocates 15 percentage of the income earned from the Fixed Deposit of Rs.20 million annually for renovation and maintenance purpose.</li> <li>➤ Renovation and maintenance budget is appropriated in the annual budget of each year.</li> <li>➤ Entire responsibility of construction, renovation and maintenance of infrastructure is delegated to Construction and Purchase Sub-committee under the direction and supervision of CMC as per Campus Statute.</li> <li>➤ Facilities and services are maintained with the support of teaching and non-staff, students, office assistants, gate-keeper, cleaner and hired workers as well.</li> <li>➤ Renovation and maintenance activities for gardening, cleaning, plantation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Renovation and maintenance provision under campus regulation.</li> <li>➤ Provision of maintenance budget in annual budget.</li> <li>➤ Provision of construction and purchase sub-committee with TOR.</li> <li>➤ Photos of campus premises with gardening and Toilets.</li> </ul>	<p>Annex: 144</p> <p>Annex: 145</p> <p>Annex: 146</p> <p>Annex: 147</p>	<p>Page: 487</p> <p>Page: 488-489</p> <p>Page: 490-491</p> <p>Page: 492-493</p>
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		<p>and sanitation are carried out regularly.</p> <ul style="list-style-type: none"> <li>➤ Playground is leveled to meet the standards of different games and sports including construction of the Volleyball Court, Football Ground, Basketball Court, Table Tennis Court and , Badminton Court etc.</li> <li>➤ Drinking water and electricity are maintained hiring the outsider technicians.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Photos of play ground with games and sports facilities.</li> <li>➤ Photos of drinking water, solar panel and generators.</li> </ul>	<p>Annex:148</p> <p>Annex: 149</p>	<p>Page: 494</p> <p>Page: 495-498</p>
	<p>Short Term</p> <p>1. Activate placement cell, create and place a profile of potential employers, conduct a few interaction sessions with those and provide guest lecture from successful business persons/ entrepreneurs.</p>	<ul style="list-style-type: none"> <li>➤ We have provision of SCF&amp;PC under COP with its TOR. A placement officer is appointed to deliver the required know-how about job market, vacancy announcement and discussion with employers. The Cell is continuing its endeavors to promote personal and academic counseling to the students for their better career.</li> <li>➤ Annual plan of actions are proposed by the Cell to have better counseling among students, guardians and prospective employers.</li> <li>➤ Counseling is provided to continue the study so that pass rate could be increased and dropout rate could be reduced.</li> <li>➤ We have invited the prospective employers of the locality</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of SCF&amp;PC under COP with TOR.</li> <li>➤ Appointment to placement officer.</li> <li>➤ Provision of student welfare and ECA under SP.</li> <li>➤ Annual plan of action of SCP&amp;PC with allocation of budget.</li> <li>➤ Meeting with stakeholders.</li> </ul>	<p>Annex: 150</p> <p>Annex: 151</p> <p>Annex: 152</p> <p>Annex: 153</p> <p>Annex: 154</p>	<p>Page: 499-500</p> <p>Page: 501</p> <p>Page: 502-503</p> <p>Page: 504</p> <p>Page: 505-506</p>

<b>6.Student Support and Guidance</b>	2.Continue tracer Study and Report such data at least up to year 2021.	<p>basically; bankers, private entrepreneurs, principals of the schools to have discussion about the job oriented courses so that students could get job placement opportunity.</p> <p>➤ One day workshop regarding Yoga was conducted to impart knowledge on the moral lessons; concentration of the mind, meditation and discipline to make the student of good values and norms.</p>	<p>➤ Financial Literacy Program with banner, attendance and photos.</p>	Annex: 155	Page: 507-512
		<p>➤ Tracer Study is often designed to track changes at an individual level, following a development intervention. It is designed to track individuals who have received their graduation in order to find out whether or how they use their graduation skills and how their lives progress over time.</p>	<p>➤ Photo and attendance of Yoga workshop.</p>	Annex: 156	Page: 513-517
		<p>➤ We have had already completed the tracer study and reported it to UGC till the year 2018 and recently we have completed the tracer study and going to report soon for the year 2019, 2020 &amp; 2021. We are facing difficulties to trace the graduation profile since the result of the TU exam is too slow</p>	<p>➤ Tracer Study Reports.</p>	Annex: 73	Page: 232-311

		and tedious.			
	Long term				
	3.Introduce psycho-social counseling to students in a regular basis.	<ul style="list-style-type: none"> <li>➤ Psycho-social counseling is the process of counseling an individual or group during one or more sessions to support the process of overcoming environmental, emotional and social problems that are affecting the health hindering the desired achievement.</li> <li>➤ Through psycho-social counseling, one enables the student to express emotions, worries and thoughts that aim to restore feeling of dignity and self-respect. This type of support assists and guides the student to find solutions and strengthens strategies that help the student cope through listening, empathizing and understanding.</li> <li>➤ There is a provision of guest lecture to invite senior professors, researchers and psycho-social experts to have delivered the counseling classes to the students.</li> <li>➤ We have organized the one day Yoga workshop that has delivered the different counseling to the students supporting psycho-social understanding to some extent.</li> <li>➤ Through the invitation of experts as</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision and TOR of SCC under COP.</li> <li>➤ Counseling provision under SP.</li> <li>➤ Annual plan of actions of guest lecture under CHRDP.</li> <li>➤ Provision of guest lecture under campus regulation.</li> <li>➤ Photo and attendance of Yoga workshop.</li> </ul>	Annex: 12	Page: 29
				Annex: 157	Page: 518
				Annex:1	Page:1-9
				Annex:111	Page: 431-433
				Annex: 55	Page: 169

	<p>4. Plan to establish business incubation center in the campus and promote students to innovation.</p>	<p>guest lecturers, we will have to continue the psycho-social counseling ahead.</p> <ul style="list-style-type: none"> <li>➤ There is an acute dearth of job in the job market to the raw graduates. It is essential to design the short and mid-term market driven courses addressing the demand of the local job market.</li> <li>➤ Considering the bitter truth of unemployment, the guideline is developed by UGC under NEHEP to have entrepreneurs support programs, collaborative research to design the different local job oriented short and mid-term courses.</li> <li>➤ Required fund for the experts designing local courses, entrepreneurs support, technical and legal supports, collaborative research and seed fund is earmarked by UGC to HEIs.</li> <li>➤ With support of UGC and collaboration with local entrepreneurs business incubation center could be established having the formation of capital and creation of ready market both for product and job.</li> <li>➤ We will be able to establish business incubation center gradually with the support of UGC, local entrepreneurs, faculties and students.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Agreement documents with UGC for Equity and Extended Performance Grants.</li> <li>➤ Provision of Entrepreneurs support and collaborative research support with financial, technical, legal and seed fund support by UGC</li> </ul>	<p>Annex: 39</p> <p>Annex: 158</p>	<p>Page: 124-126</p> <p>Page: 519-524</p>
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<b>7.Information System</b>	Long Term				
	1.Widen the horizon of the usage of Paathshala software, insist more integration and automation.	<ul style="list-style-type: none"> <li>➤ We have installed Paathshala software for the digitization of the institutional services for the integration and automation of all activities.</li> <li>➤ Right now accounting, online billing, bio-metric attendance examination, EMIS, administrative works, library services are covered under the existing Paathshala software system.</li> <li>➤ We are getting digitization using internal resource and supporting fund from UGC under the NEHEP to modernize and update the software system.</li> <li>➤ We are planning to launch mobile Apps for teaching and non-teaching staff including students under the existing software system.</li> <li>➤ An elaborate EMIS Report has been published by the institution covering the data on student enrollment, dropout, pass rate, examination result, teacher-student proportion.</li> <li>➤ Records of academic data have been maintained in respective working units as well as in Paathshala software.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Agreement documents with Paathshala software.</li> <li>➤ Provision of innovation, research and software under SP.</li> <li>➤ Agreement documents with UGC for equity and Extended Grants.</li> <li>➤ Provision of Digitization under equity and extended grants for the campus in NEHEP.</li> <li>.</li> <li>➤ EMIS Report.</li> <li>➤ Agreement documents with Paathshala software.</li> </ul>	Annex: 159	Page: 525-535
				Annex: 160	Page: 536-538
				Annex: 161	Page: 539-541
				Annex: 162	Page: 542-543
2.Use the EMIS data and analyze report in decision-making process.			Annex: 163	Page: 544-564	
			Annex:159	Page: 525-535	

		<p>➤ Institutional data are accessible to the stakeholders having the provision of collecting feedback and suggestion to have betterment of the institution.</p> <p>➤ We are going to collect feedback and suggestion formally to have SWOC analysis; fulfilling the gapping of the institution. Many revisions and modifications are made with the support of EMIS data. Decisions are taken to launch plans and polices regarding service delivery system, minimizing drop out and maximizing pass rate strategies, expansion of new academic programs etc.</p>	<p>➤ Provision of Face-book, social media, e-mail and website of the campus collecting feedback &amp; minute and notices of feedback collection record.</p>	Annex: 164	Page: 565-571
	Short Term				
	1. Design a campus prospectus and at least place it in the campus website with information on programs offered, intended learning out comes, teaching , learning and assessment procedures used, scholarship, admission procedure, completion requirements for all programs; the fee-structure and refund policies; financial aid and student support services, etc.	<p>➤ We have designed the Prospectus of Birendra Bidhya Mandir Campus that contains information about the Campus Vicinity, Vision, Mission, Objectives and Guiding principles of the Campus, Academic programs, future Plans and policies, Intended Learning Objectives, Fee-structure, Admission Procedure, Scholarship, Methods of Instruction/ Pedagogy, Examination and Evaluation Procedure, Graduation</p>	<p>➤ Prospectus of the Campus with required information.</p>	Annex: 165	Page: 572-579

<b>8.Public Information</b>		Requirements, physical Infrastructure, Sports and Games, Academic/ Literary Competition, Library and Computer Lab, Internship and Field Trips, Social Works, Financial Aid and Student Support Services and Faculty Members.			
	Long Term				
	2. Conduct impact study on information it disseminates, services it provides, public perception towards institution, etc.	<ul style="list-style-type: none"> <li>➤ Different provisions are made under COP of the campus to disseminate and collect institutional information and feedback from students, guardians and other stakeholders.</li> <li>➤ Various evaluation forms are introduced for the collection of queries, suggestions and feedback to assess, faculties' performance, services delivery system of the campus, physical facilities from all the stakeholders.</li> <li>➤ Student Institutional Evaluation Form is developed formally to seek suggestion and feedback regarding transparency, infrastructure, financial and administrative management, quality of education, ECA and others.</li> <li>➤ 360 Degree Evaluation Form is introduced formally for the collection of feedback from all the</li> </ul>	<ul style="list-style-type: none"> <li>➤ Provision of GRM under COP</li> <li>➤ Provision of recording format of grievances and complaints under COP.</li>   <li>➤ Photo of complaint box in the campus.</li>   <li>➤ Format of Student Institutional Evaluation Form in COP</li>   <li>➤ Format of 360 Degree Evaluation Form under COP.</li> </ul>	Annex: 139 Annex: 166  Annex: 167  Annex: 168  Annex: 169	Page: 478-481 Page: 580  Page: 581  Page: 582  Page: 583

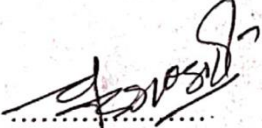


		<p>stakeholders regarding transparency in policies, good governance, student welfare and services, physical facilities, community extension and outreach programs, quality education and others.</p> <p>➤ As a result of the information disseminated, suggestions and feedback collected from the students and stakeholders, campus is expanding infrastructure facilities, service delivery system, Wi-Fi facilities and setting campus premises as a free Wi-Fi zone. We are supplying pure drinking water facilities, electricity back up in term of inverter, solar system and generator since the perception of the public is positive towards institution.</p> <p>➤ Play grounds are leveled; courts and grounds are constructed according to the standards of the relevant games and sports.</p>	<p>➤ Agreement documents with UGC for building.</p> <p>➤ Agreement document with social development office for e-library and ICT building.</p> <p>➤ Agreement document for Drinking Water.</p> <p>➤ Bill of Free Wi-Fi installation.</p> <p>➤ Photos of Inverter, Solar Panel and Generator.</p> <p>➤ Photos of playgrounds after modification.</p>	<p>Annex:25</p> <p>Annex: 26</p> <p>Annex: 128</p> <p>Annex: 58</p> <p>Annex: 149</p> <p>Annex: 170</p>	<p>Page: 70-72</p> <p>Page: 73-76</p> <p>Page: 459-461</p> <p>Page: 174-176</p> <p>Page: 495-498</p> <p>Page: 584</p>
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## 5. Conclusion

The core concern of the institution is to provide quality higher education as par envisioned; the Vision, Mission, Goals and Objectives (VMGO) under the strategic plan of the campus to have long lasting sustainability. Quality education refers to the holistic approach that an institution should maintain as per basic milestones of QAA regarding each and every process, activities, system, policy, public relation, research and other relevant functional areas. We have tried our level best to have resolved all the recommendations and pitfalls those raised by the Peer Review Report on Quality Assessment of our institution for quality enhancement. To be more frank, the institution has addressed some recommendations completely, some are addressed partially and rest of them are in due process of

implementation in near future. We are hopeful that the PRT Visit Response Report will be the significant document for the institution towards the journey of QAA certification. We are confident that an untiring, continuous and long efforts of the institution will be recognized by the concerned authorities and UGC; awarding the QAA Certificate to the institution. All the recommendations and feedback are incorporated in this PRT Visit Response Report however; we are looking forwards for further recommendations, comments and feedback to have improvements in quality education.

  
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Date: 2023-05-09

#### 6. Annex:

**An annexure is the supporting part of the PRT Visit Response Report that includes a volume of institutional documents used in the Report.**